



## **Managed Risk Medical Insurance Board**

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

[www.mrmib.ca.gov](http://www.mrmib.ca.gov)

## **JOB OPPORTUNITY BULLETIN**

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### **Research Program Specialist I**

**Monthly Salary: \$4,833 - \$5,874**

**One Permanent Full-Time Position**

**Location: Downtown Sacramento**

**Position Number: 443-600-5742-024**

**Refer to Job ID#10-ADM-FIS**

**Final Filing Date: August 31, 2010**

**PENDING BUDGET APPROVAL**

### **General Statement of Duties:**

Under the general direction of the Chief, Fiscal Forecasting, Federal Compliance and Audits Branch, this is the full journey level class working in a budget unit performing complex budget forecasting and budget preparation. The employee performs a variety of tasks including the more independent, responsible, varied and complex technical research and statistical work in support of the Managed Risk Medical Insurance Board's (MRMIB) local assistance fiscal forecasting and Budgeting function (including State Operations); he/she may provide consultative advice to various governmental entities and agencies, including the Department of Finance and the Legislature concerning fiscal estimates-methodology and the State Operations Budget. Work at this level is often characterized by independent development and employment of research methodology and techniques; and assisting in the design and implementation of budget related research projects. Duties will also encompass technical budgeting in preparation of MRMIB's portion of the annual Governor's Budget and the annual May Revision.

In addition, the incumbent is frequently called upon to assist in research and to formulate cost estimates for a significant number of alternative proposals to achieve universal health insurance coverage in California (i.e., the Governor's Healthcare Reform (HCR) proposal and various Legislative alternatives).

### **Essential Qualifications:**

- Has advanced knowledge and proficiency in MS Excel.
- Keeps abreast of forecasting methods in other states and in current economic and financial literature that may impact the health care in California.
- Demonstrates the ability to function independently and as part of a fiscal team, work on multiple assignments and meet critical deadlines.
- Establishes and maintains liaison with the other state agencies including the Department of Finance on their economic forecasts.

**Other Expectations**

- Demonstrates a commitment to performing duties in a service-oriented manner.
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.
- Effectively communicates orally and in writing with management, co-workers and the public.
- Ability to multi-task and meet deadlines.
- Ability to use a variety of Microsoft applications.

**Who May Apply:**

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the classification. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at [www.jobs.ca.gov](http://www.jobs.ca.gov)). In the Explanation Section of the application enter Job ID# 10-ADM-FIS and Position # 443-600-5742-024 and the basis for appointment eligibility. For list eligible candidates, attach your examination results. **Send to:**

**Managed Risk Medical Insurance Board  
1000 G Street, Suite 450  
Sacramento, CA 95814  
Attn: Robin Conover – Personnel**

**Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: August 31, 2010.**

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

*Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.*